Shipping Guidelines

Shell Eco-marathon Asia 2019
Sepang International Circuit, Selangor, Malaysia
April 29 – May 2, 2019

Please ensure to submit all required documentation by 22 March 2019

Failure to submit the documentation by the deadline will unfortunately mean that import permits cannot be obtained in time and you will be unable to come to the event.
# BASIC GUIDE TO FREIGHTING

<table>
<thead>
<tr>
<th>STEP</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 1</td>
<td>CHOOSE YOUR FREIGHT FORWARDER</td>
</tr>
<tr>
<td>STEP 2</td>
<td>CHOOSE MODE OF FREIGHT</td>
</tr>
<tr>
<td>STEP 3</td>
<td>CRATE YOUR VEHICLE SAFELY</td>
</tr>
<tr>
<td>STEP 4</td>
<td>PREPARE &amp; SUBMIT DOCUMENTATION</td>
</tr>
<tr>
<td>STEP 5</td>
<td>ARRIVAL OF VEHICLE IN MALAYSIA</td>
</tr>
<tr>
<td>STEP 6</td>
<td>EVENT</td>
</tr>
<tr>
<td>STEP 7</td>
<td>EXPORTATION</td>
</tr>
</tbody>
</table>
**STEP 1  CHOOSE YOUR FREIGHT FORWARDER**

1. **Off-shore Freight Forwarder**

   - University
   - Port of home country
   - In Country Customs
   - Port of Malaysia

   Free to use your own freight forwarder

2. **On-shore Freight Forwarder**

   - Port of Malaysia
   - Malaysian Customs
   - Sepang International Circuit (SIC)
   - Paddocks

   HIGHLY recommended to use Agility

---

**Agility General Quotation Covers:**

<table>
<thead>
<tr>
<th>Off-shore</th>
<th>On-Shore</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Documentation</td>
<td>1. Customs clearance</td>
</tr>
<tr>
<td>2. Coordination</td>
<td>2. Documentation</td>
</tr>
<tr>
<td>3. Fumigation</td>
<td>3. Coordination</td>
</tr>
<tr>
<td>4. Payment of terminal handling charge</td>
<td>4. Payment of terminal handling charge</td>
</tr>
<tr>
<td>5. Customs/Dock clearance,</td>
<td>5. Container haulage from port to site,</td>
</tr>
<tr>
<td>6. Sea freight from country to Malaysia.</td>
<td>6. Unloading to site</td>
</tr>
<tr>
<td>Optionally:</td>
<td>7. Return of empty container to shipping line (FCL).</td>
</tr>
<tr>
<td>1. Pickup from team’s premises,</td>
<td></td>
</tr>
<tr>
<td>2. Transportation from team’s premises</td>
<td></td>
</tr>
<tr>
<td>to Agility’s warehouse at origin</td>
<td></td>
</tr>
</tbody>
</table>

---

**If you do not use Agility’s services:**

- Make sure your freight agent is able to provide an advance draft Bill of Lading/Airway Bill
- Make sure your freight agent is familiar with local Malaysian import customs. They will need to apply for a Temporary Import Permit using Shell’s blanket approval in order for your car to clear customs. Please get them to contact eco-marathon-asia@shell.com for a letter of appointment and for instructions to complete this.
- Make sure your freight agent is in contact with Agility through SEMAstudents@agility.com to arrange for drop-off at SIC.
Shell Eco-marathon Asia 2017 Case Study 1:
A group of teams from a country contracted their own off-shore freight forwarder after doing a cost comparison with Agility’s services. However, after the event, their forwarder left their crates in Agility’s warehouse and said that the earliest vessel they could book out of Singapore was, FIVE months later in August. They could not secure earlier booking out due to their limited network of affiliates.

Even after repeated reminders by the teams, Agility, and Shell, their off-shore freight forwarder refused to takeover the freight at their own storage costs, even though the issue arose out of their own misrepresentation of their services.

Thankfully, via the persistence of the team and Agility’s negotiation, this was eventually successfully resolved by June. However, in these months, the teams unfortunately racked up storage fees four times what Agility’s original costings were for door to door shipping.
Some considerations:

- **Speed versus cost:** air freight is faster but significantly more costly.
- **Regulations:** Air freight is very strictly regulated with reference to dangerous goods. Please refer to the Dangerous Goods Shipping Guide for more information.
  - Note especially the advice to separate lithium batteries from your main crate to prevent the whole crate from being labelled ‘DG’
**STEP 3  PACKING YOUR VEHICLE SAFELY**

Crating and Labelling:

- ✓ Items should be packed in re-usable bolt and nut, plywood / timber cases. Do NOT use nails as they tend to damage crates.

- ✓ For easy identification, cases must be marked on two (2) opposite sides as per the example below. one of these two sides should that face the person who opens it.

**SHELL ECO-MARATHON ASIA 2019**
(Institution Name, Team Name, Race Number)
C/O (insert name of your freight agent)
Number of Packages/Cases : ____ of _____
Gross Weight/Net Weight : ___________ kg
Dimensions: _____ x _____ x _____ cm
STEP 3  PACKING YOUR VEHICLE SAFELY

Dangerous Goods:
✓ Send batteries by sea freight separately from your main crate
✓ Make sure that the batteries are prepared (disconnected, isolated, secured in non-conductive housing) and has accompanying MSDS document
✓ Drain all fuels, oils and lubricants from the vehicle
✓ Remove all aerosols, combustibles, explosives and corrosive items from the crate.

For more details, read the full Dangerous Goods Packing Guide.

Shell Eco-marathon Asia 2017 Case Study 2:
A group of teams contracted their own off-shore freight forwarder and sent it off by sea freight. Due to a combination of an incomplete declaration of the dangerous goods in the crates (which caused it to be delayed at customs) and the freight forwarder’s miscalculation, the freight forwarder was unable to load the crates on the vessel. The teams had to convert to air freight, paying much more, as it was too late to go by sea by then.

This was unfortunate enough but due to the stricter regulations concerning air freight, the teams had to dispose of their batteries before their cargo was accepted by the airline. As battery electric teams, this was extremely stressful. Luckily for the teams, the supply store was able to scramble to find batteries for them but they were optimal for the way the vehicle was designed and even with their best efforts, it was only available on the 2nd day of the event, meaning that these teams lost time.

It is important to understand and comply with the Dangerous Goods packing guidelines. Early planning will help you avoid situations like the above.
**STEP 4  PREPARE & SUBMIT DOCUMENTATION**

<table>
<thead>
<tr>
<th>Deadlines for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Via SEAFREIGHT : 22 March 2019</td>
</tr>
<tr>
<td>Via AIRFREIGHT : 22 March 2019</td>
</tr>
</tbody>
</table>

Documents should be emailed to:

[SEMAstudents@agility.com](mailto:SEMAstudents@agility.com) and your freight forwarder, clearly identifying your team by Country, Team Name and Race Number in the body of the email.

All shipments must be consigned to Shell for customs clearance.

If you are using a non-Agility freight forwarder, they will need an official letter from Shell authorising them to apply for an import permit under Shell’s blanket approval. Please ask them to write to [eco-marathon-asia@shell.com](mailto:eco-marathon-asia@shell.com) for this letter.

*Failure to submit the documentation by the deadline will unfortunately mean that import permits cannot be obtained in time and you will be unable to come to the event.*
# PREPARE & SUBMIT DOCUMENTATION

<table>
<thead>
<tr>
<th></th>
<th>Air freight</th>
<th>Sea freight</th>
<th>Road freight</th>
<th>Source</th>
<th>Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Airway Bill</td>
<td>Bill of Lading</td>
<td>Truck number and permit number</td>
<td>Off-shore freight forwarder</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Commercial Invoice and Packing List</td>
<td></td>
<td></td>
<td></td>
<td>Download</td>
</tr>
</tbody>
</table>

## Dangerous Goods documentation

Please see Article 211 of the Shell Eco-maratón Asia 2019 Rules, Chapter II

3

If you have Dangerous Goods: Only Dangerous Goods Certificate allowed

If you have no Dangerous Goods: we will accept the Dangerous Goods Packing Declaration provisionally and check on-site.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th>You</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Photo of vehicle</td>
<td></td>
<td></td>
<td>You</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>Letter confirming team’s invitation to the event</td>
<td></td>
<td></td>
<td>Shell</td>
<td>Sent to Team Manager</td>
</tr>
<tr>
<td>6</td>
<td>Letter from SIC indicating that the event is to be held at SIC</td>
<td></td>
<td></td>
<td>Shell</td>
<td>Download</td>
</tr>
<tr>
<td>7</td>
<td>Support letter for HS codes</td>
<td></td>
<td></td>
<td>Shell</td>
<td>Download</td>
</tr>
<tr>
<td>8</td>
<td>Support letter for Temporary AP</td>
<td></td>
<td></td>
<td>Shell</td>
<td>Download</td>
</tr>
<tr>
<td>9</td>
<td>Fumigation Certificate</td>
<td></td>
<td></td>
<td>Off-shore freight forwarder</td>
<td>-</td>
</tr>
<tr>
<td>10</td>
<td>MSDS Certificate for DG items (e.g. batteries)</td>
<td></td>
<td></td>
<td>You</td>
<td>-</td>
</tr>
<tr>
<td>11</td>
<td>Insurance Policy (if applicable)</td>
<td></td>
<td></td>
<td>You</td>
<td>-</td>
</tr>
</tbody>
</table>
**STEP 7**  
**EXPORTATION**

**1. On-shore Freight Forwarder**

- **Paddocks**  
- **Sepang International Circuit (SIC)**  
- **Malaysian Customs**  
- **Port of Malaysia**  

HIGHLY recommended to use Agility

**2. Off-shore Freight Forwarder**

- **Port of Malaysia**  
- **Port of home country**  
- **In Country Customs**  
- **University**

Free to use your own freight forwarder

✓ Participants must sign export DG Declaration prior to handover of the crate to Agility.

✓ Participants must inform Agility where the crate is to be re-exported to and the mode of transport (Air/Sea/Road).

✓ If using non-Agility forwarder door-to-door, the freight can be picked up at SIC from **13:00 to 17:00 on 3 May** or from **09:00 to 17:00 on 4 May**.

✓ Vehicles must be re-exported from Malaysia no later than **14 days** after the end of the event. The participants will otherwise be charged for extension of the Temporary Import Bond and Storage charges.
Final Notes:

✓ Participants are strongly encouraged to use Agility as both their off-shore and on-shore freight forwarder.

✓ If you do choose to go with a different freight forwarder, please carefully check their terms of shipment, and any additional hidden costs.

✓ **The onus is on you to confirm that the freight forwarder can get the approved permit for you on time.**

✓ If you use Agility, there is assurance that if you submit the documents by March 20, the permit will be issued as Agility has been working through the process with the Malaysian authorities along with Shell.

✓ Submitting your documents late will mean that the Malaysian government will be unable to process the import permit in time.

✓ Understand and comply with the instructions in the Dangerous Goods Packing Guide
Contact information

Pre-Event
Email: SEMAStudents@agility.com

On site:
Murugan Mottain
Telephone: + 60 12 277 1394

Robin Lim
Telephone: + 65 9851 0038

Office Address:
Agility Logistics Sdn Bhd
No. 2 Blk B Jalan Bumbung U8 / 90, Sek. U8
Perindustrian Bukit Jelutong
40150 Shah Alam, Selangor darul Ehsan, Malaysia